



# BROWNELL TALBOT

## **Extended Child Care Assistant**

Job Type - Part Time

**Department** - Lower School/Middle School

**Reports to** - Director of Extended Care

**FLSA** – Non-Exempt/Hourly

**Effective** 09/01/17

### **Our Mission**

Brownell Talbot School is a safe, caring community dedicated to academic excellence and to preparing students for success in college and in life. Through experiences in academics, activities, and the arts, students learn passionately, think critically, act responsibly, and lead with integrity.

### **Philosophy**

We value integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and world.

### **Our School**

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

### **General Position Description**

Provides Director of Extended Care with support by assisting students in a variety of tasks.

### **Key Tasks and Responsibilities**

- Assist the Director of Extended Care in the general supervision and management of a classroom.
- Supervise and insure the safety and well-being of students at all times, being alert to the needs and concerns of the children as individuals and as a group.
- Assist with the planning and implementing of the daily program under the direction of the Director.
- Follow a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities skill developments, snack, and effective transition between activities.
- Cooperate in a supportive role in preparing the learning environment, setting up centers, preparing needed materials and supplies, and carrying out developmentally appropriate

activities designed to meet the physical, emotional, and developmental needs of the children in the classroom.

- Participate with children in group and individual activities.
- Treat all children, parents, and staff with dignity and respect.
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Demonstrate initiative—assist and complete general housekeeping tasks. Attend all staff meetings and recommended training programs and conferences.
- Complete all necessary training.
- Other duties as requested by the Director.

### **Education and Training**

- High school diploma, G.E.D. certificate
- 1-2 years experience in an Early Childhood setting
- Education or Early Childhood degree preferred not required

### **Knowledge and Experience**

- Strong written and oral communication skills
- Knowledge of classroom management

### **Personal Qualities**

- Acts as a model of integrity
- Understands and maintains professional boundaries between students and teachers and staff
- Respects confidentiality
- Has a sense of humor and keeps things in perspective
- Exercises patience and good listening skills
- Flexible and has the ability to work under pressure
- Keeps a positive attitude
- Works effectively with teams, while at the same time can work independently
- Able to diplomatically solve problems and work with different constituencies
- Sensitive to cultural, gender, and economic diversity

### **Working Conditions**

While performing the duties of this position an incumbent may be required to:

- Regularly remain standing and/or sitting for long periods of time in meetings and while processing information and paperwork both manually and on a computer.
- Reach with the hands and arms and use of hands to type and manipulate a computer keyboard and mouse.
- Must be able to converse in clear English both written and orally, over the phone and in person.
- Be able to make public presentations.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop, conduct tours and show visitors

campus facilities.

- Provide his/her transportation for local and remote events.
- Work hours vary and may include days, nights, and weekends.

Brownell Talbot School will consider reasonable accommodations, for individuals with disabilities, to enable them to perform the essential functions and duties of this job.